

CIVIL AIR PATROL
HEADQUARTERS TEXAS WING
P.O. BOX 154997 WACO TX 76715-4997

TX WING SUPPLEMENT
CAPR 173-3
30 May 02

Finance

PAYMENT FOR CIVIL AIR PATROL SUPPORT

CAPR 173-3. 30 May 2002, is supplemented as follows:

2a(1). In order for Texas members to be reimbursed promptly they shall:

(a) Submit all claims to Texas Wing not later than 15 days after close of a mission.. (Counter Drug reimbursements will be sent to the Counter Drug Officer who will then forward approved 108s to Wing Headquarters for payment). Submit original CAP Form 108. The 108's will be signed in ink by the member incurring the expense. Copies of all CAPF 104's, 109's, or 84's will be submitted with the 108.

*NOTE: Regardless of whether or not a reimbursement claim is made, all pilots must submit all reimbursable mission flight time to Wing on a CAPF 108.

(b) Reimbursement forms for AFROTC Orientation Flights must be received at Wing Headquarters by the fifth day of the month following the flight. This includes flights flown the last week of the month.

2a(2) Submit original fuel receipts only. The mission shall be started with a full fuel tank, refueled as necessary and filled at the completion

of mission. Fuel costs shall be reflected on the CAPF 108. .

(b) (added) Submit original lodging receipts for reimbursement of approved remain overnight missions. Members may share cost of rooms but individual lodging receipts are required with the name of each member on it. Reimbursement will be in accordance with approved per diem rates.

Do not staple receipts. Tape all receipts to 8X11 sheets of paper. Separate aviation fuel receipts from vehicle fuel receipts. Mission numbers name of member shall be on each receipt or receipt sheet.

(c) (added) Texas Wing will send all reimbursements to the members unit. The unit name and mailing address in box 4 should reflect the mailing address for the unit. It is the unit's responsibility to promptly reimburse the member.

(d) (added) All aircraft maintenance that is being waived must have a PO number from the Wing Commander or Vice-Commander.

//SIGNED//
BOBBY R. THOMAS, Maj., CAP
Administrative Officer

//SIGNED//
G. H. PARKER, Col, CAP
Commander

Atch:
Maintenance Payment Rates
Sample 108

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 173-3
OPR: FM
DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

AIRCRAFT FLYING HOUR MINOR MAINTENANCE PAYMENT RATES
EFFECTIVE 3 MAY 2002

Type 1	Type 2	Type 3	Type 4	Type 5
\$22.00	\$30.00	\$32.00	\$42.00	\$47.00
<130HP	130-199 HP	200-249 HP	250-299 HP	300 HP or >
C150 C152	C172-150 C172-160/180/195 C177-180 Beech BE-23 Husky Maule M-4/5/6/7-180 Mooney M20-180 Piper PA-28-140/150 Piper PA-28-160/180 /181 Piper Arrow-180	C172RG C172XP C177RG C177-200 C182 Beech BE-33-225 Maule M-4-200 Maule MT-7-235 Mooney M20-201 Mooney 231/252TSE -210 Piper Arrow-200/201 /201T Piper PA-28-235	C182RG T182 C182-250 C182-265 U206-285 C210-285 Beech A36-285 Beech BE 33/35-285 Piper PA-32-260	T182RG U206-300 T206 C210-300/310 DH2 Beaver Piper PA-32-300/301T Piper PA-32R-300/301T Piper PA-32-300

Notes:

- Reimbursement rates have been established to encourage the use of economical, mission capable aircraft.
- Use of member-furnished single-engine aircraft shall be approved in advance by the Wing/Region Commander or Director of Operations (Wing Counterdrug Officers/Region Counterdrug Directors and Wing/Region Directors of Emergency Services can be delegated this approval authority by the Wing/Region Commander).**
- Aircraft fuel, lubricants and de-icing payments are authorized for participation in Air Force assigned reimbursable missions and are in addition to the above rates (receipts required).
- Corporate glider tow aircraft are reimbursed at the appropriate rate for their type classification. Reimbursement for non-corporate glider tows participating in the Cadet Programs Glider Flight Orientation Program will be based on the actual cost of the tow (receipts required).
- Glider Flight Reimbursement will be on an actual cost basis until sufficient data is collected to determine an appropriate and accurate reimbursement rate. Submit receipts for all expenses incurred by each glider to NHQ CAP/LGM for payment or reimbursement. Major maintenance actions require a control number from NHQ CAP/LGM prior to repairs being accomplished. Major maintenance actions include: fabric replacement, glider repainting, interior work and avionics replacement. Submit receipts for these actions when repairs are completed. Submit all other maintenance expenses monthly. **ORIGINAL RECEIPTS ARE REQUIRED FOR ALL PAYMENTS/REIMBURSEMENTS.** Tail number accounting principles must be followed for gliders just as they are for powered aircraft.
- These rates apply to corporate-owned aircraft. Member-furnished single-engine aircraft add \$10 per hour for normally aspirated engines and \$17 per hour for turbocharged engines.
- Alaska, Hawaii, and Puerto Rico will increase these aircraft rates by 15% to offset the higher cost of living in these areas.
- To properly figure the reimbursement authorized, multiply the total number of hours flown times the rate allowed for the appropriate aircraft type classification to determine the amount reimbursed for aircraft minor maintenance. Add to the aircraft minor maintenance reimbursement, the total for actual fuel, lubricants and de-icing expenses. The sum of these amounts will then be multiplied by 15% (for CD missions only) to determine the administration, operation and equipment fee reimbursement. Add the sum of the aircraft minor maintenance reimbursement plus actual fuel and oil expenses to the administrative fee reimbursement (if applicable) to determine the "total" reimbursement. If a single-engine aircraft is not listed in any of the categories, determine the "Type" from the table above by the aircraft's horsepower (HP) or contact NHQ CAP/LGM at (334) 953-6032.
- The use of all twin-engine aircraft, for any mission, requires prior approval from the wing/region and NHQ CAP/DO. Wing/Region Commanders (Region Counterdrug Directors for counterdrug missions) should send approved requests well in advance to doadmin@capnhq.gov. Once approval has been obtained from NHQ CAP/DO, the NHQ staff will determine the reimbursement rate and notify the wing/region in writing.

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